

SELF-SERVICE CENTER

PROCEDURES: HOW TO FILE YOUR AGREEMENT TO MODIFY PARENTING TIME (Formerly known as "VISITATION") and/or CHILD SUPPORT

STEP 1 **Make three (3) copies of the following documents:**

- ☐ *"Stipulation to Modify Prior Court Order Regarding Parenting Time and/or Support"*
- ☐ *"Order Modifying Parenting Time and/or Child Support"*
- ☐ *"Parenting Plan"*
- ☐ *"Child Support Worksheet"* (if child support changes)
- ☐ *"Order of Assignment"* and *"Current Employer Information Sheet"* (if child support changes)
- ☐ *"Order Stopping Order of Assignment"* and *"Current Employer Information Sheet"* (if applicable)

STEP 2 **Assemble the documents like this:**

- Original and three (3) copies of the *"Stipulation to Modify the Prior Court Order Regarding Parenting Time and/or Support."*
- Original and three (3) copies of the *"Order Modifying Parenting Time and/or Support," "Parenting Plan," "Child Support Worksheet"* (if necessary), *"Order of Assignment"* and *"Current Employer Information Sheet,"* (if necessary) *"Order Stopping Order of Assignment"* and *"Current Employer Information Sheet"* (if necessary).

STEP 3 **Go to the Clerk of the Court** with all the documents properly assembled. The filing fee is \$61.00. If you cannot pay these fees, you may request that the fees be deferred. The Self-Service Center and the Clerk of the Court have the forms to request a deferral.

Central Court Building

201 West Jefferson, 1st floor
Phoenix, Arizona 85003

Southeast Court Complex

222 East Javelina Drive, 1st floor
Mesa, Arizona 85210

Northwest Court Complex

14264 West Tierra Buena Lane
Surprise, Arizona 85374

Northeast Court Complex

18380 North 40th Street
Phoenix, Arizona 85032

- **File the original *"Stipulation to Modify the Prior Court Order Regarding Parenting Time and/or Support"* with the Clerk of the Court.**
- **Have the Clerk stamp your three (3) copies of the Stipulation and return the copies to you.**

NOTE: If the Division of Child Support Enforcement (DCSE) is involved in your case, you **must** mail one more copy of all of the documents to: Attorney General, Child Support Enforcement, P.O. Box 6123, Site Code 775C, Phoenix, AZ 85005.

STEP 4 **Make four (4) separate packets for the documents you copied:**

Packet 1 should contain the following documents:

Clerk-stamped **copy** of ***"Stipulation to Modify the Prior Court Order Regarding Parenting Time and/or Support."***
Original *"Order Modifying Parenting Time and/or Child Support"*
Original *"Parenting Plan"*
Original *"Child Support Worksheet"* (if child support changes)
Original *"Order of Assignment"* Order and ***"Current Employer Information Sheet"*** (if child support changes)
Original *"Order Stopping Order of Assignment"* and ***"Current Employer Information Sheet"*** (if applicable)

Packets 2,3 and 4 should each contain the following documents:

Clerk-stamped **copy** of ***"Stipulation to Modify the Prior Court Order Regarding Parenting Time and/or Support"***
Copy of *"Order Modifying Parenting Time and/or Child Support"*
Copy of *"Parenting Plan"*
Copy of *"Child Support Worksheet"* (if child support changes)
Copy of *"Order of Assignment Order"* and ***"Current Employer Information Sheet"*** (if child support changes)
Copy of *"Order Stopping Order of Assignment"* and ***"Current Employer Information Sheet"*** (if applicable)
You must also provide two **(2)** 9" x 12" **business envelopes** stamped and addressed to each party.

If one of the parties is using the child support services of the Division of Child Enforcement (DCSE), an additional copy of the proposed Order and attachments and a stamped envelope addressed to the Attorney General must be mailed to the address listed in Step 3.

STEP 5 Take the documents to the Judge to review and sign:

Find out which judge is assigned to your case. If you are not sure, look at the court case number in the upper right-hand corner that starts with the letters D, DR, or FC and call Family Court Administration at 602-506-1561 to ask who your judge is.

Take the following documents to the judge's IN-BOX at the Downtown Phoenix Court-house (if you filed your case at the Downtown Phoenix location), or deliver your documents to Family Court Administration, Second Floor at 222 E. Javelina in Mesa, (if you filed your case at the Southeast Court Facility in Mesa), or to Family Court Administration at 18380 North 40th Street, in North Phoenix (if you file your papers there, or to the Judge assigned to your case at 14264 West Tierra Buena Lane in Surprise (if you filed your papers there).

STEP 6 Wait for the Judge to review and decide whether to sign the Order:

- A.** If the judge agrees with you, he/she will sign the ***"Order Modifying Parenting time and/or Child Support,"*** and if applicable the ***"Order of Assignment,"*** and ***"Order Stopping Order of Assignment."***
- B.** The judge might not agree, or might want both parents to come to court for a hearing. If so, you will receive an Order from the judge in the mail.
- C.** If you do not hear from the judge in about 3 weeks, you can call the judge's office to ask the staff about the status of your paperwork. Staff cannot tell you what the judge decided. You cannot speak to the judge.